



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONTROLLER, OFFICE OF STATE THE	RELEASE DATE:	September 08, 2006
POSITION TITLE:	Chief, Business Operations, 21st Century Project	FINAL FILING DATE:	09/22/2006 Or, until filled.
CEA LEVEL:	CEA I	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$5,768.00-\$9830.00/month	FILING INSTRUCTIONS:	Please use a typed resume and Standard State Application (678)

POSITION DESCRIPTION (DUTIES & RESPONSIBILITIES):

With direction provided by the Chief, Personnel/Payroll Services Division, the incumbent will be responsible for overall project management of the business functional area of the 21st Century Project. The position will function as the Chief, Business Operations managing staff, attending meetings with various stakeholders, ensuring that the project remains within scope, on time, and within budget. The position will also work with control agencies to maintain support for the project. Specific duties include, but are not limited to the following: ·Provide project management oversight through subordinate staff in the State's effort to replace an existing legacy HR/Payroll system; ·Manage planning functions to ensure that the project remains within scope, budget, and time constraints; ·Interact with project consultants responsible for system integration; provide direction to consulting staff in project direction; ·Coordinate business and technology activities to achieve an integrated solution that best addresses the needs of the State, and to support the integration of the SAP software; ·Provide direction to subordinate staff managing the budget for the project; coordinate the efforts of the SCO's budget office, human resources office, and accounting office to manage the operating expenses of the project; ·Oversee the development of budget reports, budget change proposals, and expenditure projections; ·Manage the Project contracts to approve deliverables and authorize payments; ·Plan, organize, and monitor through subordinate supervisors, the activities of staff responsible for risk and issue management; ·Manage the identification and implementation of changes in laws, rules, policies, and business practices and interact with control agencies, departments, business partners, campuses, and various users of the systems and services of the State's personnel/payroll systems; ·Recommend positions on issues impacting the projects progress and meet with agency representatives to resolve problems; ·Work with oversight groups to ensure that reporting needs are met; ·Support advisory groups and attend coordinating council meetings.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992

AND

IN ADDITION TO THE MINIMUM QUALIFICATIONS:

Applicants must demonstrate the ability to perform high administrative and policy –influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

EXAMINATION INFORMATION:

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Business Operations, 21st Century Project**, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

EXAMINATION INFORMATION: The examination process will consist of an application screening by a designated screening committee and a qualification appraisal, using predetermined evaluation criteria, qualified applicants will be competitively ranked according to their personal qualifications. In addition, all applicants must submit a standard State Application, Standard 678, as well as a Statement of Qualifications. Failure to submit either document will result in a disqualification, in which case the applicant will not be considered for the examination. Interviews may be conducted with the most qualified applicants. Qualified applicants will be notified of their final ranking on the employment list. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months, or a new examination may be scheduled.

DESIRABLE QUALIFICATION (if any):

POSITION SCOPE: If you are an individual who enjoys working in a fast paced environment, surrounded by enthusiastic and self-motivated employees, providing

oversight of human resources management systems, and having business oversight control over a project being designed to help move the State of California's payroll system into the 21st Century, look no further. These are exciting times, as the State Controller's Office ushers in a new era of HR business processes and technology, which quite possibly will be viewed as the basis for future projects pursued by state agencies. The Project will use SAP software to replace the existing HRMS/payroll systems, and re-engineer State business practices to take advantage of best practices built into the software.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

***Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.
The application, Statement of Qualifications and resume must be submitted by 09/22/2006, to:***

CONTROLLER, OFFICE OF STATE THE, Office of the State Controller HR-Exam Unit, 300 Capitol Mall, 6th Floor, Sacramento, CA 95814

ADDITIONAL INFORMATION (if any):

SPECIAL TESTING:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION:

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The {inserted relevant department's name here...} reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.